Interview Transcription Checklist

A concise checklist to prepare, record, transcribe and archive research interviews.

Before the interview – Prepare & consent

- **Consent:** Read a short consent script on the recording and collect a signed template. Record consent at the start of the audio and note participant preferences for anonymized quotes.

- **Recording quality:** Use an external microphone or lavalier when possible, choose a quiet environment, and ask participants to speak one at a time to reduce overlap.

- **Format & backup:** Prefer WAV, M4A or high-bitrate MP3. Save a local backup (phone or secondary recorder) before uploading to the transcription service.

During the interview – Capture best-quality audio

- **Introductions:** Ask each participant to state their name or ID at the start to help speaker labeling.

- **Minimize noise:** Close windows, silence phones, and position microphones close to speakers.

- **Note context:** Verbally mark non-verbal events (e.g., [laughter], [long pause]) so they appear in transcripts.

After the interview – Transcribe & prepare for analysis

- **Upload & settings:** Upload to your transcription service and select an interview or domain-trained model; enable speaker diarization and timecodes.

- **Edit & verify:** Use confidence highlights and short audio snippets in the editor to verify low-confidence passages and domain terms.

- **Export & archive:** Export time-coded transcripts (DOCX/TXT/SRT) for NVivo/Atlas.ti and save metadata (interview ID, date, consent) with the transcript.

Quick consent script (copy/paste):

"This interview will be recorded for research purposes. Recordings and transcripts will be stored securely (EU-hosted, GDPR-compliant). Your participation is voluntary and you may stop the recording at any time.

Do you consent to be recorded and to the use of the transcript for research?"

Citation tip: Save a metadata header with Interview ID, interviewer, date and participant pseudonym. For APA: Participant Lastname, Initials. (Year, Month Day). Interview topic [Unpublished transcript].